Richard Williams

**BOOKKEEPER**

(770) 625-9669 | richardwilliams@gmail.com | Houston, TX 47587 | linkedin.com/in/richardwilliams

A general bookkeeper with 8+ years of experience using both single-entry and double-entry systems for medium-

sized businesses. Specialize in performing bookkeeping for multimillion-dollar companies. Possess expertise in numerous pieces of bookkeeping software. Identified and eliminated departmental inefficiencies to increase productivity by 15%.

Work Experience

**GENERAL BOOKKEEPER,** Franklin & Rodgers Business Solutions

SEPT 20XX — PRESENT, Scottsdale, AZ

* Perform 150+ financial calculations daily such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company
* Access computerized financial information to answer general questions as well as those related to specific accounts
* Formulate and issue bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverables
* Corrected spreadsheet error regarding May 20XX's monthly spending, which resulted in saving approx. $3,500
* Train 3 new administrative assistants and 4 junior bookkeepers

**ADMINISTRATIVE ASSISTANT BOOKKEEPER,** Patton Group

JUN 20XX — AUG 20XX, Tempe, AZ

* Managed 2 computers programmed with accounting software to record, store, and analyze information
* Checked 350+ figures, postings, and documents per month for correct entries, mathematical accuracy, and proper codes
* Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents
* Matched 800+ order forms with invoices, and recorded the necessary information

Education

**B.S. ACCOUNTING,** Wilhem University

20XX, Phoenix, AZ

**A.S. ACCOUNTING,** Wilhem University

20XX, Phoenix, AZ

**CERTIFIED BOOKKEEPER,** American Institute of Professional Bookkeepers

20XX, Phoenix, AZ

Relevant Skills

Financial Data Analysis Data Entry Administrative Skills Fluent in English and Spanish Microsoft 356 QuickBooks Pro QuickBooks Online Adaptable Reliable